



JOHN CHIANG
California State Controller

Division of Accounting and Reporting

February 28, 2014

To: County Auditor-Controller
City Finance Director

The forms for **Local Health and Welfare Trust Fund's 2012-13 annual year-to-date reports** are enclosed. These reports are to be completed and returned to our office by March 31, 2014.

Welfare and Institutions Code section 17609.05 requires reports to be filed with the Controller for verification of trust fund deposits and expenditures. Failure to file these reports by the date stated above could result in the withholding of your future allocations.

County matching general purpose revenues are required to be deposited monthly pursuant to Welfare and Institutions Code sections 17608.05, 17608.10, and 17608.15. In compliance with these statutes, if deposits are determined to be insufficient, the county will be notified. If required, future allocations will be withheld until proof of the appropriate deposit is received.

For your assistance, instructions are provided for each of the reports. Please include all deposits and disbursements made from the health and welfare trust fund accounts for the 2012-13 fiscal year. Please send the completed reports to:

State Controller's Office
Division of Accounting and Reporting
Local Apportionments Section
Attn: John Bodolay
P. O. Box 942850
Sacramento, CA 94250

Thank you for your cooperation. Forms are now located on our website at http://www.sco.ca.gov/ard_payments_realign.html. If you have any questions concerning these forms or instructions, please call John Bodolay of the Local Apportionments Section at (916) 323-2154.

Sincerely,

KELLY MARTELL, Manager
Local Apportionments Section

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250
STREET ADDRESS 3301 C Street, Suite 740, Sacramento, CA 95816
PHONE (916) 445-8717, FAX (916) 323-4807

MENTAL HEALTH TRUST FUND INSTRUCTIONS

Instructions for the 2012-13 Fiscal Year.

- ◆ Reports must be returned by **March 31, 2014**, to the State Controller's Office, Division of Accounting and Reporting, Local Apportionments Section, P.O. Box 942850, Sacramento, CA 94250.
- ◆ Reports are to be signed by the Director of Mental Health and the County/City Auditor-Controller.
- ◆ Report 2012-13 fiscal year deposits made July 2012 through June 2013 for Vehicle License Fees, and September 2012 through August 2013 for Sales Tax.
- ◆ Refer to the remittance advice received with your payments and reconcile with the payment amounts available on the State Controller's Office Website, WWW.SCO.CA.GOV. Call John Bodolay @ 916-323-2154 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales Tax
 - a. Allocation
W & I Code Sec. 17601
In the columns titled "1st – 4th Quarters", and "July and August 2013" enter the total amounts deposited September 27, 2012 through June 27, 2013, and July and August 2013, respectively.
 - b. Less: State Hospital Offset
W & I Code Sec. 17601
In the column titled "1st – 4th Quarters," enter the State Hospital Service contract offset amounts from September 27, 2012, through June 27, 2013. In the column titled "July and August 2013," enter the total of State Hospital Service contract offset amounts for July and August 2013.
Note: Counties making direct payments should enter -0- and refer to line 6.
 - c. Less: Managed Care Offset
In the column titled "1st – 4th Quarters," enter the total of Managed Care Program offset amounts from September 27, 2012, through June 27, 2013. In the column titled "July and August 2013," enter the total of Managed Care Program offset amounts for July 2013 and August 2013.
 - d. Less: State Hospital Adjustment
In the column titled "1st – 4th Quarters", enter the total of State Hospital Adjustments from September 27, 2012, through June 27, 2013. In the column titled "July and August 2013," enter the total of State Hospital Adjustments for July and August 2013. Include State Hospital adjustments, revisions, Schedule B adjustment amounts, and Excess Use offsets.
 - e. Total Sales Tax Revenue
Enter the total of lines 1a less 1b, 1c, and 1d.
2. County/City Matching Funds
 - a. Mental Health Match
W & I Code Sec. 17608.05
In the columns titled "1st – 4th Quarters" enter the Matching funds deposited from July 2012 through June 2013, respectively. These amounts are based on the schedule developed by the State Department of Mental Health.
 - b. Vehicle License Fees
W & I Code Sec. 17608.10(b)
There is no vehicle license fee match to report.
 - c. Vehicle License Collection Fees
W & I Code Sec. 17608.10(b)
In the column titled "1st – 4th Quarters," enter the total of amounts deposited in September, October, December 2012, and January 2013.
 - d. Total Matching Funds
Enter the total of lines 2a, 2b, and 2c.
3. Other (identify)
Enter and identify all miscellaneous deposits.
4. Total Funds Deposited
Enter the total of lines 1e, 2d, and 3.

Disbursements

5. Transfers to Operating Funds
Enter the total amounts transferred to other funds for spending purposes.
6. Other (identify)
Enter and identify any other disbursements made during the first quarter.
7. Total Funds Disbursed
Enter the total of lines 5 and 6.

Transfers

8. Transfers In (Out) to Other Trust Funds
W & I Code Sec. 17600.20
Enter the transfers In (Out) between trust fund accounts.

For the County/City of _____

Questions concerning the preparation of this report should be directed to _____

Certification:

Auditor-Controller

() _____
Telephone No.

Date

HEALTH TRUST FUND INSTRUCTIONS

Instructions for the 2012-13 Fiscal Year.

- ◆ Reports must be returned by **March 31, 2014**, to the State Controller's Office, Division of Accounting and Reporting, Local Apportionments Section, P.O. Box 942850, Sacramento, CA 94250.
- ◆ Reports are to be signed by the Director of Health and the County/City Auditor-Controller.
- ◆ Report 2012-13 fiscal year deposits made July 2012 through June 2013 for Vehicle License Fees, and September 2012 through August 2013 for Sales Tax, and November 2013 for Sales Tax and Vehicle License Fees Growth.
- ◆ Refer to the remittance advice received with your payments and reconcile with the payment amounts available on the State Controller's Office Website, WWW.SCO.CA.GOV. Call John Bodolay @ 916-323-2154 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales Tax
 - a. Allocation
W & I Code Sec. 17603
In the columns titled "1st – 4th Quarters", and "July and August 2013" enter the total amounts deposited September 27, 2012 through June 27, 2013, and July and August 2013, respectively.
 - b. Less: CMSP Offset
W & I Code Sec. 17603.05
In the column titled "1st – 4th Quarters", enter the total amount of the County Medical Service Program (CMSP) offsets from September 27, 2012, through June 27, 2013.
 - c. Growth
W & I Code Sec. 17606.10
In the Column titled "2012-13 Growth" enter the amount deposited November 22, 2013.
 - d. Total Sales Tax Revenue
Enter the total of lines 1a, less 1b, and 1c.
2. County/City Matching Funds
 - a. Health Match
W & I Code Sec. 17608.10(a)
In the columns titled "1st – 4th Quarters", and "July and August 2013," enter the Matching funds deposited from July 2012 through June 2013. These amounts are based on the schedule shown in W & I Code Sec. 17608.10.
 - b. Vehicle License Fee
W & I Code Sec. 17608.10(b)
 - i. Allocation
W & I Code Sec. 17604
In the column titled "1st – 4th Quarters", enter the total of amounts deposited August 27, 2012, through June 27, 2013.
 - ii. Less: CMSP Offset
W & I Code Sec. 17604.05
In column titled "1st – 4th Quarters", enter the total amount of the CMSP offsets from September 27, 2012, through June 27, 2013.
 - c. Vehicle License Fee Growth
W & I Code Sec. 17606.20
In the Column titled "2012-13 Growth" enter the amount deposited November 22, 2013.
 - d. Total Matching Funds
Enter the total of line 2a, 2b(i), less 2b(ii), and 2(c).
3. Other (identify)
Enter and identify all miscellaneous deposits.
4. Total Funds Deposited
Enter the total of lines 1d, 2d, and 3.

Disbursements

5. Transfers to Operating Funds
Enter the total amounts transferred to other funds for spending purposes.
6. CMSP Payments
Enter the amounts from counties/cities making direct CMSP payments to the Department of Health Services.
7. Other (identify)
Enter and identify any other disbursements made during the first quarter.
8. Total Funds Disbursed
Enter the total of lines 5, 6, and 7.

Transfers

9. Transfers In (Out) to Other Trust Funds, W & I Code Sec. 17600.20
Enter the transfers In (Out) between trust fund accounts.

For the County/City of _____

Questions concerning the preparation of this report should be directed to _____

Telephone No. (____) _____

As Health Director for the County/City of _____, I certify that the amounts stated on this report are true, accurate, and complete.

Health Director

() _____
Telephone No.

Date

As Auditor-Controller for the County/City of _____, I concur with the Health Director that the amounts stated on this report are true, accurate, and complete.

Auditor-Controller

() _____
Telephone No.

Date

SOCIAL SERVICES TRUST FUND INSTRUCTIONS

Instructions for the 2012-13 Fiscal Year.

- ◆ Reports must be returned by **March 31, 2014**, to the State Controller's Office, Division of Accounting and Reporting, Local Apportionments Section, P.O. Box 942850, Sacramento, CA 94250.
- ◆ Reports are to be signed by the Director of Social Services and the County Auditor-Controller.
- ◆ Report 2012-13 fiscal year deposits made August 2012 through June 2013 for Vehicle License Fees, and September 2012 through August 2013 for Sales Tax, and November and December 2013 for Sales Tax and Vehicle License Fees Growth.
- ◆ Refer to the remittance advice received with your payments and reconcile with the payment amounts available on the State Controller's Office Website, WWW.SCO.CA.GOV. Call John Bodolay @ 916-323-2154 for help.
- ◆ **Do not enter amounts in gray areas.**

Deposits

1. Sales Tax
 - a. Allocation
W & I Code Sec. 17602
In the columns titled "1st – 4th Quarters", and "July and August 2013" enter the total amounts deposited September 27, 2012 through June 27, 2013, and July and August 2013, respectively.
 - b. Stabilization
W & I Code Sec. 17602(b)(1)
In the column titled "1st - 4th Qtr," enter the amount allocated November 23, 2012.
 - c. Caseload Growth
W & I Code Sec. 17605 to 17605.10
In the column titled "Growth", enter the Caseload Growth payment allocated November 22, 2013.
 - d. Sales Tax Growth
W & I Code Sec. 17606.10
In column titled "2012-13 Growth" enter total amount of Sales Tax General Growth deposited November 22, 2013.
 - e. Total Sales Tax Revenue
Enter the total of lines 1a through 1c.
2. Vehicle License Fees
 - a. Vehicle License Fees
Annual Base
W & I Code Sec. 17604
In the columns titled "1st – 4th Quarters", and "July and August 2013" enter the total amounts deposited August 27, 2012 through June 27, 2013.
 - b. Vehicle License Fee Growth
W & I Code Sec. 17606.20
In column titled "2012-13 Growth" enter total amount of Vehicle License Fees General Growth deposited November 22, 2013.
 - c. Total Vehicle License Fees
Enter the total of lines 2a and 2b.
3. CalWORKs Maintenance of Effort
 - a. Allocation
W & I Code Sec. 17601.20(a)
In the columns titled "1st – 4th Quarters", and "July and August 2013" enter the total amounts deposited August 27, 2012 through June 27, 2013, and July and August 2013, respectively.
 - b. Sales Tax Growth
W & I Code Sec. 17606.10
In column titled "2012-13 Growth" enter total amount deposited December 12, 2013.
 - c. Vehicle License Fee Growth
W & I Code Sec. 17606.20
In column titled "2012-13 Growth" enter total amount deposited December 12, 2013.
 - d. Total Sales Tax Revenue
Enter the total of lines 3a through 3c.
4. Other (identify)
Enter and identify all miscellaneous deposits.
5. Total Funds Deposited
Enter the total of lines 1e, 2c, 3d and 4.

Disbursements

- | | |
|---------------------------------|---|
| 6. Transfers to Operating Funds | Enter the total amounts transferred to other funds for spending purposes. |
| 7. Other (identify) | Enter and identify any other disbursements made during the first quarter. |
| 8. Total Funds Disbursed | Enter the total of lines 6 and 7. |

Transfers

- | | |
|---|---|
| 9. Transfers In (Out) to Other
Trust Funds
W & I Code Sec. 17600.20 | Enter the Transfers In (Out) between trust fund accounts. |
|---|---|

For the County of _____

Auditor-Controller

() _____
Telephone No.

Date